



DATA ACQUISITION CALENDAR 2018-2019



SHERRI YBARRA
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
BOISE, IDAHO

MONTHLY 2018-2019

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|----------|---|--|-------------------|---|---|--|
| Monthly | USDA Foods Order Form | District/Charter | Child Nutrition | Brian Elwood (208) 332-6831 | Federal Regs 7 CFR 250 | Initial USDA Foods order due by the 10th of each month. Surplus order and order modifications due by the 25th of each month. |
| Monthly | Reimbursement Accuracy Claim Sheets (RACS) or equivalent from automated PCS | District/Charter | Child Nutrition | Lynda Westphal Tamara Donovan Jennifer Butler (208) 332-6820 | Federal Regs 7 CFR 210 | Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE. |
| Monthly | Reimbursement Claim | District/Charter | Child Nutrition | Melissa Cook (208) 332-6830 | Federal Regs 7 CFR 210 | Recommended by the 10th of each month for reimbursable meals and milk. |
| Monthly | ISEE Data Submission | District/Charter | SDE | Chris Campbell (208) 332-6848 | State Law IC 33 1002, State Law IC 33-1004, Federal Law IDEA Sec 618 | Submission required in order that SDE staff have accurate data to provide funding and statistical reports. |
| Monthly | IDEA Part B and Preschool - Reimbursement Claims via GRA | District/Charter, Subgrant Recipients | Special Education | Grace Dehner Anthony Mukuna (208) 332-6910 | Federal Regs 34 CFR 200.331, 300.705,825,826 | Monthly reimbursement requests submitted monthly via GRA recommended by the 1st or 15th day of the month. |
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Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

ADA = Average Daily Attendance; BIA = Bureau of Indian Affairs; CFR = Code of Federal Regulations; DHW = Department of Health & Welfare; ESL = English as a Second Language; ESSA = Every Student Succeeds Act; FTE = Full Time Equivalent; ISEE = Idaho System for Educational Excellence; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reporting Management System; IRI = Idaho Reading Indicator; JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

JULY 2018

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|---------------|--|------------------|------------------------|------------------------------------|---|--|
| July 1, 2018 | Claims Inquiry Report for Auditors | District/Charter | Child Nutrition | Melissa Cook (208) 332-6830 | Federal Regs 7 CFR 210 | Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals. |
| July 1, 2018 | Commodity Usage Report (PAL) | District/Charter | Child Nutrition | Brian Elwood (208) 332-6831 | Federal Regs 7 CFR 210 | The PAL report shows the value of USDA Foods ordered by the program. |
| July 15, 2018 | Annual School Bus Certification Report | District/Charter | Student Transportation | Derek Newland (208) 332-6851 | State Law IC 33-1506 | Certification that all school buses used to transport students have met annual inspection requirements. |
| July 15, 2018 | School District Budgets | District/Charter | Public School Finance | Carol Piranfar (208) 332-6844 | State Law IC 33-120 IC 33-801 | Due 21 days after Board of Trustees approval. |
| July 15, 2018 | Bus Inventory/Odometer Report | District/Charter | Student Transportation | Alexandra McCann (208) 332-6851 | State Law IC 33-1511 IDAPA 08.02.02.160 | Required to report inventory, inspection, and annual mileage of school buses. |
| July 30, 2018 | School Building Demographics Building Additions, Reconfigurations, Deletions | District/Charter | Public School Finance | Carol Piranfar (208) 332-6843 | State Law IC 33-119 | All NEW school district building additions, grade reconfigurations, closures, and deletions related to upcoming school year. |
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AUGUST 2018

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|-----------------|---|----------------------|-----------------------|------------------------------------|---------------------------|---|
| August | ISEE Transmission Enrollment/Attendance Reports for Approved Summer Alternative Schools | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002C | Enrollment and attendance (including instructional staff) of SDE approved summer school programs only. |
| August | ISEE Transmission Enrollment/Attendance Reports for Summer Juvenile Detention Programs | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002C | Enrollment and attendance of summer juvenile detention programs only. |
| August 15, 2018 | Request for Separate School Status | District/Charter | Public School Finance | Tim Hill (208) 332-6840 | State Law IC 33-1003 | Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education. |
| August 15, 2018 | Title I-D, Subpart 1 and 2, Evaluation for Neglected and Delinquent Programs | District/Institution | Federal Programs | Susan Peck (208) 332-6904 | Federal Law PL 107-110 | Required for accountability and data collection. |
| August 16, 2018 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | Attendance and Enrollment Data Submission |
| August 18, 2018 | ISEE Staff Data Reporting for Approved Summer Alternative School Programs | District/Charter | Public School Finance | Brandon Phillips (208) 332-6875 | State Law IC 33-1004D | Staff salary and FTE information used for salary based apportionment program (state funding formula). Must be a SDE approved summer school program. |
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SEPTEMBER 2018

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|--------------------------|---|------------------|-------------------------|---|---|--|
| September 1, 2018 | Pupil Transportation Reimbursement Claim | District/Charter | Student Transportation | Alexandra McCann (208) 332-6851 | State Law IC 33-1006 IC 33-120 | Pupil transportation costs and related data for the prior school year. |
| September 15, 2018 | Title I-A, Annual Performance Report | District | Federal Programs | Kathy Gauby (208) 332-6889 | Federal Law PL 114-95 ESSA | Required for all Title I districts. |
| September 17, 2018 | Title I-C Migrant, Annual Data Collection | District | EL-Migrant Department | Sarah Seamount (208) 332-6958 | Federal Law PL 114-95 ESSA | Required of all Migrant districts. Annual Data Collection, Re-Interview Summary, MPO Evaluation, All Services. |
| September 30, 2018 | Border District Contract | District | Public School Finance | Tim Hill (208) 332-6840 | State Law IC 33-1403 | Contract signed by the Board of Trustees for students to attend school in another state. |
| September 30, 2018 | Teacher of the Year Award | District/Charter | Superintendent's Office | Jo Ann Bujarski (208) 332-6848 | Superintendent of Public Instruction | Districts submit nominations to SDE. |
| September 30, 2018 | School Lunch Match Report | District/Charter | Accounting | Aaron McCoy (208) 332-6858 | State Law IC 33-1015 IC 33-120 | Required for state and federal reporting. State matching funds to operate the National School Lunch are the FICA payments for school lunch employees. |
| September-December, 2018 | General Supervision File Review (GSFR) | District/Charter | Special Education | Kailey Bunch-Woodson (208) 332-6925 Jeff Brandt (208) 332-6915 | 34 CFR § 300.149, 34 CFR § 300.600-602 | District/Charter selects student files and begins internal review using General Supervision File Review (GSFR) checklists and assistance from their assigned Special Education Support and Technical Assistance (SESTA) coordinator. |
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OCTOBER 2018

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|------------------|---|-------------------------------|-----------------------|--|---|--|
| October 1, 2018 | Child & Adult Care Food Program Application and Renewal | District/Charter | Child Nutrition | Kim Huntley Kathrine Forstie (208) 332-6821 | Federal Regs 7 CFR 226 | CACFP sponsors serving meals and snacks to participants in child care, day care homes, Head Start, emergency shelters, At-Risk meal programs and adult day care centers. |
| October 1, 2018 | NAEP School Data Collection Form | Schools participating in NAEP | Assessment | Kevin Whitman (208) 332-6957 | State Board Rule IDAPA 08.02.03 | For NAEP selected schools |
| October 1, 2018 | Idaho Reading Indicator | District/Charter | Assessment | Karlynn Laraway (208) 332-6909 Danielle Taylor (208) 332-6903 | State Law IC 33-1616 | Intervention Program Plan |
| October 1, 2018 | Civil Rights Compliance Report | CACFP | Child Nutrition | Kim Huntley Jean Zaske Colleen Fillmore (208) 332-6821 | Federal Regs 7 CFR 226 | Report summarizes racial status and ethnicity from low income applications on file as of September 30 for participants in the CACFP. Submitted on MyIdahoCNP. |
| October 1, 2018 | Application and Budgets for 2018-2019 IDEA Part B and Preschool Special Education Funds | District/Charter/LEA | Special Education | Anthony Mukuna (208) 332-6916 | Federal Regs 34 CFR 300.200-300.204 | Last day to submit application and budgets for 2018-2019 IDEA Part B and Preschool Special Education Funds. Required for eligibility for IDEA Part B and Preschool funds. http://www.sde.idaho.gov/sped/funding/ |
| October 10, 2018 | Northwest Accreditation Annual Report | School/Charter | Accreditation | Vikki Reynolds (888) 413-3669 ext. 5759 | State Law IC 33-119, IDAPA 08.02.02.140 | Required for all public secondary schools, serving any grade(s) 9-12; voluntary for elementary schools, grades K-8, and private and parochial schools. |
| October 15, 2018 | District and Charter School Salary Schedules | District/Charter | Public School Finance | Brandon Phillips (208) 332-6875 | State Law IC 33-1004E | Required for instructional staff and pupil services staff for 2018-2019. If the instructional staff schedule is the same as for pupil services staff, please make a note and may send one schedule. |
| October 15, 2018 | ISEE Staff Data Reporting | District/Charter | Public School Finance | Brandon Phillips (208) 332-6875 | State Law IC 33-1004D | Submission of all district staff and salary data for 2018-2019. Used for both funding and statistical purposes. |
| October 15, 2018 | Staff Assignment ISEE Upload | District/Charter/LEA | Teacher Certification | Cina Lackey (208) 332-6936 Shannon Miner (208) 332-6885 | State Law IC 33-1201 IC 33-1002(6)(d) | Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. |
| October 15, 2018 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | Attendance and Enrollment Data Submission. |
| October 15, 2018 | Title I-A Comparability Report | District/Charter | Federal Programs | Elmira Feather (208) 332-6900 | ESEA Section 1120A | Annually districts must submit documentation verifying Title I schools have met federal comparability requirements. |

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OCTOBER 2018 (CONTINUED)

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|------------------------------|--|-------------------|-----------------------|---|---|--|
| October 15, 2018 | Salary Based Apportionment Waiver Request | District/Charter | Public School Finance | Tim Hill 208-332-6840 | State Law IC 33-1004 | Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space. |
| Oct. ISEE Upload – Dec. 2018 | General Supervision File Review | District/ Charter | Special Education | Kailey Bunch-Woodson 208-332-6925 Jeff Brandt 208-332-6915 | 34 CFR § 300.149, 34 CFR § 300.600-602 | After completing the October ISEE upload, district/charter selects students through the <u>Compliance Tracking Tool (CTT)</u> https://apps.sde.idaho.gov/CTT/ and begins the General Supervision File Review (GSFR) process utilizing the GSFR checklists and assistance from their assigned Special Education Support and Technical Assistance (SESTA) coordinator. |
| October 24, 2018 | IRI Reporting/Discrepancy Deadline | District/Charter | Assessment | Danielle Taylor 208-332-6903 | State Law IC 33-1615 | Used to distribute Fall IRI and reports. |
| October 28, 2018 | Annual Statement of Financial Condition | District/Charter | Public School Finance | Julie Oberle 208-332-6840 | State Law IC 33-701(5) | Schools must prepare and publish an Annual Statement of Financial Condition within 120 days of fiscal year end. Sample formats available at http://www.sde.idaho.gov/finance/ under Financial Information, IFARMS Annual Financial Report and Information. |
| October 31, 2018 | 2017-2018 IFARMS Annual (IFARMS)Financial Report | District/Charter | Public School Finance | Julie Oberle 208-332-6840 | State Law IC 33-701(7) IC 33-120 | Required for state and federal reporting. Forms and additional information can be found at http://www.sde.idaho.gov/finance/ under Financial Information, IFARMS Annual Financial Report and Information. |
| October 31, 2018 | Civil Rights Compliance Report | CACFP | Child Nutrition | Kim Huntley Jean Zaske 208-332-6821 | Federal Regs 7 CFR 226 | Report summarizes racial status and ethnicity from low income applications on file as of September 30 for participants in the CACFP. Submitted on MyIdahoCNP. |
| October 31, 2018 | Leadership Premiums | District/Charter | Public School Finance | Brandon Phillips 208-332-6875 | State Law IC 33-1004J | Required for compilation of the Leadership Premiums Report submitted to the Legislature. An email will be sent to Superintendents, Charter Administrators and Business Managers when the report is available on the School Finance secured site located at https://sftp.sde.idaho.gov/ . |
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NOVEMBER 2018

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|-----------------------------------|--|----------------------|-------------------------------|--|---|--|
| November ISEE upload | Special Education Child Count | District/Charter | Special Education | For login issues contact SDE Support at: (208) 332-6923 Alisa Fewkes (208) 332-6919 | Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173 | Special education Child Count data will be obtained through the Special Education Students File submitted in the ISEE file upload in November. See Reporting Special Education Data in ISEE for codes and definitions https://www.sde.idaho.gov/sped/public-reporting/files/child-count/Reporting-Special-Education-Data-in-ISEE.pdf . Child Count data obtained from the November ISEE upload will be available for review on Special Education Data and Reporting Application in the Child Count section and may be updated through ISEE upload corrections (anticipated site release date October 1, 2018) https://www.sde.idaho.gov/sped/resource-center.html . |
| November 10, 2018 | 2017-2018 Independent Audit Report | District/Charter | Public School Finance | Julie Oberle (208) 332-6840 | State Law IC 33-701(6) | Due after Board of Trustees' acceptance of audit report, but not later than November 10. |
| November 15, 2018 | Verification Summary Report of Free and Reduced Applications | District/Charter | Child Nutrition | Melissa Cook Lynda Westphal (208) 332-6830 | Federal Regs 7 CFR 245 | Results of sample verification of free/reduced household income. Submitted in MyIdahoCNP . |
| November 16, 2018 | ISEE Staff Data Reporting | District/Charter | Public School Finance | Brandon Phillips (208) 332-6875 | State Law IC 33-1004D | Submission of all district staff and salary data for 2018-2019. Used for both funding and statistical purposes. |
| November 17, 2018 | Staff Assignment Credential Reporting | District/Charter/LEA | Teacher Certification | Cina Lackey (208) 332-6936 Shannon Miner (208) 332-6885 | State Law IC 33-1201 IC 33-1002(6)(d) | Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. |
| November 16, 2018 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | Attendance and Enrollment Submission |
| November 11- November 16, 2018 | Cohort Graduation Rate Appeals | School/Charter | Assessment and Accountability | Ayaka Nukui (208) 332-6926 | ESSA Section 1111(c) | Appeal non-graduates and provide supporting documentation. |
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DECEMBER 2018

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|-------------------|--|--------------------------|-----------------------|---|--|--|
| December 1, 2018 | ADA by County | District/Charter | Public School Finance | Janesse Siler Tim Hill (208) 332-6840 | State Law IC 33-1002(5) | Used to distribute Federal Forest funds. |
| December 1, 2018 | Separate Attendance Unit Report | District | Public School Finance | Tim Hill (208) 332-6840 | State Law IC 33-1003(2) | Identifies schools requiring separate treatment in the calculation of units. |
| December 3, 2018 | 1st Half Internet/WAN Invoice Submission | District/Charter | Technology Services | Michael Bartz (208) 332-6993 | State Law IC 33-5605 | Submit 1st half (July-December) Broadband invoices for reimbursement. |
| December 6, 2018 | Internal File Review | District/Charter | Special Education | Kailey Bunch-Woodson (208) 332-6925 Jeff Brandt (208) 332-6915 | 34 CFR § 300.149 34 CFR § 300.600-602 | Last date to submit to the SDE signed assurance documenting completion of the internal file review utilizing the GSFR checklists. |
| December 6, 2018 | General Supervision File Review (GSFR) | District/Charter | Special Education | Kailey Bunch-Woodson (208) 332-6925 Jeff Brandt (208) 332-6915 | 34 CFR § 300.149 34 CFR § 300.600-602 | Last date to submit materials required for GSFR to the <u>CTT</u> . |
| December 7, 2018 | ISEE Staff Data Corrections | District/Charter | Public School Finance | Brandon Phillips (208) 332-6875 | State Law IC 33-1004D | Final day for staffing corrections to the snapshot date "Last Friday in September" for the February 15th payment. |
| December 7, 2018 | Child Count | District/Charter | Special Education | Alisa Fewkes (208) 332-6919 | Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173 | Last date to make changes to Child Count data through ISEE corrected upload. Final certification opens on Special Education Data and Reporting Application in the Child Count section (anticipated site release date October 1, 2018) https://www.sde.idaho.gov/sped/resource-center.html |
| December 7, 2018 | Staff Assignment Credential Reporting (ACR due) | District/Charter/ LEA | Teacher Certification | Cina Lackey (208) 332-6936 Shannon Miner (208) 332-6885 | State Law IC 33-1201 IC 33-1002(6)(d) | Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. |
| December 7, 2018 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | February 15th payment Attendance and Enrollment deadline |
| December 15, 2018 | Title I-D, Annual Count of Children in Local Institutions for Neglected or Delinquent Children | District/Charter | Federal Programs | Suzanne Peck (208) 332-6904 | ESSA-TIPD Section 1422(a) and (c) | Count of students in group homes for neglected or delinquent youth - for Title I funding purposes. |
| December 15, 2018 | Professional Development Assurance | SDE/District/ Charter | Special Education | Kailey Bunch-Woodson (208) 332-6925 Jeff Brandt (208) 332-6915 | 34 CFR § 300.149, 34 CFR § 300.600-602 | Last date to submit signed assurance to the SDE documenting all new staff have completed one of the following: o Idaho SESTA Essentials training o Training modules located on the Idaho Training Clearinghouse website o LEA's new special education teacher training of comparable quality. (A copy of the agenda must be included in the assurance packet.) |

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DECEMBER 2018 (CONTINUED)

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|-------------------|---|------------------|-----------------------|-------------------------------|-----------------------------------|---|
| December 15, 2018 | Alternative Secondary School Revenue and Expenditure Survey | District/Charter | Public School Finance | Julie Oberle 208-332-6840 | State Law IC 33-1002F | Required for compilation of the Alternative School Report submitted to the Legislature. (Report will be emailed to business managers for completion.) |
| December 15, 2018 | 2017-2018 School Building Maintenance Report | District/Charter | Public School Finance | Julie Oberle 208-332-6840 | State Law IC 33-1019 | Summary of school facility maintenance activity. (Report will be emailed to business managers for completion.) |
| December 20, 2018 | Johnson O'Malley American Indian Student Count | District/Charter | Indian Education | Johanna Jones 208-332-6968 | Federal Regs 25 CFR 271, 3 & 6 | Official American Indian student count from JOM districts only. Count will be used for per student funding distribution. |
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JANUARY 2019

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|--------------------|---|------------------|------------------------|---|----------------------------------|---|
| January 2, 2019 | Application for Impact Aid | District | Indian Education | Johanna Jones (208) 332-6968 | Federal Law Title VII, PL 874 | Application for Title VII (PL 874) Impact Aid in Federally affected areas and for (NCLB) Act of 2001. Application must be on file with SDE. |
| January 7, 2019 | Application for Tuition Equivalency Funds | District | Special Education | Anthony Mukuna (208) 332-6916 | State Law IC 33-2004 | Special education students application for tuition equivalency funds. http://www.sde.idaho.gov/sped/funding/ |
| January 15, 2019 | Title I-A, Application for Reallocated Funds | District/Charter | Federal Programs | Elmira Feather (208) 332-6900 | Federal Law PL 107-110 | Districts apply for the additional funds annually. |
| January 31, 2019 | Funding Cap Appeal Application | District/Charter | Student Transportation | Derek Newland (208) 332-6851 | State Law IC 33-1006 | Request for waiver from funding cap. |
| January 31, 2019 | Border Contract Expense Report | District | Public School Finance | Janesse Siler Tim Hill (208) 332-6840 | State Law IC 33-1002 | Districts must submit documentation of border contract costs for 2019-2020. |
| January-March 2019 | WIDA ACCESS 2.0 | District/Charter | Assessment | Melanie Jones (208) 332-6933 | ESSA | Pre Identification on WIDA Account Management System (AMS) for spring English language proficiency testing; https://www.wida-ams.us/ |
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 ISEE = Idaho System for Educational Excellence; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reporting Management System; IRI = Idaho Reading Indicator;
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FEBRUARY 2019

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|-------------------|--|-----------------------------------|---------------------------------------|---|--|--|
| February 1, 2019 | SFA Onsite Review | District/Charter | Child Nutrition | Lynda Westphal Tamara Donovan Jennifer Butler (208) 332-6820 | Federal Regs 7 CFR 210 | Reviews with Corrective Action require follow up; keep on file for review by SDE. Form is available in Idaho School Nutrition Reference Guide on CNP website. |
| February 1, 2019 | Charter School LEA Designation | Charter | School Choice | Michelle Clement Taylor (208) 332-6963 | IDAPA 08.02.04.500.02 | This is required for any district authorized charter school wanting to be an independent LEA authorized by the district. |
| February 1, 2019 | Certification of Child Count Data | District/Charter | Special Education | Alisa Fewkes (208) 332-6919 | Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173 | Last date to certify Child Count data from the November ISEE file upload through the Child Count section of the Special Education Data and Reporting Application (anticipated site release date October 1, 2018) https://www.sde.idaho.gov/sped/resource-center.html |
| February 15, 2019 | Independent Review of Applications | District/Charter | Child Nutrition | Melissa Cook Lynda Westphal (208) 332-6830 | Federal Regs 7 CFR 210 | SFAs demonstrating high levels of, or are at risk for, administrative error are required to conduct a review of F/R application determination prior to notifying households of eligibility or ineligibility. |
| February 28, 2019 | Migrant Student Information System (MSIS) Data Reporting verified up to date | Title 1-C funded District/Charter | English Learner and Migrant Education | Sarah Seamount (208) 332-6958 | Federal Law PL 114-95 | Required data up-to-date to use for Idaho formula for Title 1-C Allocations for 2018-2019. |
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MARCH 2019

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|-----------------------|--|--------------------------|------------------------------|--|---|--|
| Third Friday in March | Eligible Participants for Free and Reduced Price Meals | District/Charter | Child Nutrition | Melissa Cook Colleen Fillmore (208) 332-6830 | Federal Regs 7 CFR 210 | Report provides information used in qualifying sites for other child nutrition programs and also education programs such as Title I funding and E-Rate. Reports enrollment and free and reduced student count for grades 1-12. Submit via ISEE upload. |
| March 1, 2019 | Safety Busing Annual Affirmation Form | District/Charter | Student Transportation | Derek Newland (208) 332-6851 | State Board Rule IDAPA 08.02.02.190 | All previously approved safety busing requests must be affirmed annually that conditions have not changed. |
| March 1, 2019 | Request for New Safety Busing | District/Charter | Student Transportation | Derek Newland (208) 332-6851 | State Law IC 33-1006 State Board Rule IDAPA 08.02.02.190 | Any new safety busing must be requested by annual application from District. State Board approval necessary before reimbursement. |
| March 1, 2019 | Annual USDA Foods Acceptability Survey | District/Charter | Child Nutrition | Brian Elwood (208) 332-6831 | Federal Regs 7 CFR 250 | Annual acceptability survey of USDA Foods received during the current year. |
| March 11, 2019 | Coordinated Early Intervening Services | District/Charter | Special Education | Anthony Mukuna (208) 332-6916 | Federal Regs 624(f) IDEA Part B (20 U.S.C. 1413(f)) Regs. 34 CFR 300.226 | Report amount reserved for CEIS, # of students receiving services, and # of SPED students. Form is located: http://www.sde.idaho.gov/sped/funding/ |
| March 15, 2019 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | Attendance and Enrollment Submission |
| March 18, 2019 | Certification of Low Income Student Count for Charter LEAs | Charter LEAs | Federal Programs | Elmira Feather (208) 332-6900 | ESSA 1124 (B)(iv) of Title I-A | For Title I-A, each poverty student as determined by the Census generates funding for its LEA of residence. The funding for all Charter LEA is determined by drawing the funds from the LEAs of residence and allocating these funds to the LEA Charter school of attendance. Title II-A Teacher Quality allocations and IDEA part B also use this same poverty data. |
| March 18, 2019 | Charter School Significant Expansion/Enrollment | Charter | IDEA Part B/Federal Programs | Anthony Mukuna (208) 332-6916 Elmira Feather (208) 332-6900 | Federal Regs 34 CFR 76.785-799 | Any charter school that has a significant expansion of enrollment due to adding a new grade or increase of school enrollment within existing grades can request those additional students to be added in advance of the upcoming federal program allocations. Qualifications and instructions located at http://www.sde.idaho.gov/sped/funding/ |
| March 22, 2019 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | May 15th payment Attendance and Enrollment deadline |
| March 22, 2019 | ISEE Staff Data Corrections | District/Charter | Public School Finance | Brandon Phillips (208) 332-6875 | State Law IC 33-1004D | Final day to request and to submit staffing corrections to the snapshot date "Last Friday in September" for the May 15th payment. |
| March 23, 2019 | Staff Assignment Credential Reporting | District/Charter/ LEA | Teacher Certification | Cina Lackey (208) 332-6936 Shannon Miner (208) 332-6885 | State Law IC 33-1201 IC 33-1002(6)(d) | Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. |

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MAY 2019

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|--------------|---|--------------------------|-------------------------|---|--|--|
| May 1, 2019 | Summer Food Service Program Application and Renewal | District/Charter | Child Nutrition | Colleen Fillmore Domonique Ayarra-Sykes (208) 332-6820 | Federal Regs 7 CFR 225 | Feeding children in low income areas during summer months. Submit renewal application and site sheet. |
| May 2, 2019 | Indicator 8 Parent Involvement Survey Contact Information | District/Charter | Special Education | Kailey Bunch-Woodson (208) 332-6925 | Federal Regs 20 U.S.C. 1416(a)(3)(A) | Last day to submit contact information for Parent Involvement (Indicator 8) survey |
| May 2, 2019 | Indicator 14 Post School Outcome Survey Contact Information | District/Charter | Special Education | Kailey Bunch-Woodson (208) 332-6925 | Federal Regs 20 U.S.C. 1416(a)(3)(B) | Last day to submit contact information for Post School Outcome (Indicator 14) survey. |
| May 6, 2019 | 2nd Half Internet/WAN Invoice Submission | District/Charter | Technology Services | Michael Bartz (208) 332-6993 | State Law IC 33-5605 | Submit 2nd half (January - June) Broadband invoices for reimbursement. |
| May 17, 2019 | ISEE Attendance and Enrollment Data Corrections | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC33-1002C IC33-1004D Federal Law IDEA Section 618 | Attendance and Enrollment Submission. |
| May 24, 2019 | ISEE Staff Data Corrections | District/Charter | Public School Finance | Brandon Phillips (208) 332-6840 | State Law IC 33-1004D | Final day to request and to submit staffing corrections to the snapshot date "Last Friday in September" for the July 15th payment. |
| May 24, 2019 | Staff Assignment Credential Reporting | District/Charter/ LEA | Teacher Certification | Cina Lackey (208) 332-6936 Shannon Miner (208) 332-6885 | State Law IC 33-1201 IC 33-1002(6)(d) | Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. |
| May 26, 2019 | Teacher of the Year | District/Charter | Superintendent's Office | JoAnn Bujarski (208) 332-6848 | Superintendent of Public Instruction | Districts submit nominations to SDE. |
| May 31, 2019 | NSLP Program Renewal | District/Charter | Child Nutrition | Jennifer Butler Tamara Donovan Lynda Westphal (208) 332-6820 | Federal Regs 7 CFR 210 | Renewal of school lunch application. Required annually. |
| May 31, 2019 | 2019-2020 School Calendar | District/Charter | Public School Finance | Julie Oberle (208) 332-6840 | State Law IC 33-512(1) | Days in session and hours of instruction for the 2019-2020 school year. Forms will be available at http://www.sde.idaho.gov/finance/ under Calendars, School Calendar Forms in Spring, 2019. |
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JUNE 2019

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|------------------|---|----------------------|---------------------------------------|--|---|---|
| June 1, 2019 | Charter School Advance Payment Request | Charter | Public School Finance | Tim Hill (208) 332-6840 | State Law IC 33-5208 | Advance payment request for first year charter schools and charter schools with an expected increase of 20 or more students. |
| June 1, 2019 | Charter School Advance Payment Request | Charter | Student Transportation | Alexandra McCann (208) 332-6851 | State Law IC 33-1006, 33-5208 | Request for advance transportation funding. |
| June 1, 2019 | USDA Foods Contact and Delivery Update | District/Charter | Child Nutrition | Brian Elwood (208) 332-6831 | Federal Regs 7 CFR 250 | Updates delivery and contact information for receiving USDA Foods . |
| June 2, 2019 | IRI Reporting/Discrepancy Deadline | District/Charter | Assessment | Danielle Taylor (208) 332-6903 | State Law IC 33-1615 | Used to distribute Spring IRI reports. |
| June 15, 2019 | Indian Student Report/Indian Education (JOM) | District/Charter | Indian Education | Johanna Jones (208) 332-6968 | Federal Regs 25 CFR 271, 3 & 6 | Johnson-O'Malley (JOM) districts only. |
| June 15, 2019 | Summary of Indian Personnel/Indian Education (JOM) | District/Charter | Indian Education | Johanna Jones (208) 332-6968 | Federal Regs 25 CFR 271, 3 & 6 | Johnson-O'Malley (JOM) districts only. |
| June 15, 2019 | Application for Alternative Secondary School | District/Charter | School Choice | Michelle Clement Taylor (208) 332-6963 | State Law IC 33-1002C | Approved application |
| June 15, 2019 | Intervention Program Evaluation | District/Charter | Assessment | Karlynn Laraway (208) 332-6909 Danielle Taylor (208) 332-6903 | State Law IC 33-1616 | Online evaluation of the IRI Intervention Program Plan |
| June 15, 2019 | Change LEP Status in ISEE for Students who have met Idaho's Exit Criteria | District/Charter | English Learner and Migrant Education | Alissa Metzler (208) 332-6905 | EDGAR 34 CFR 76.731 | Submit a change in LEP status for students who have met Idaho's Exit Criteria. Idaho's Exit criteria can be found in the Title III Program manual: http://www.sde.idaho.gov/el-migrant/el/files/program/manual/2017-2018-Exiting-and-Monitoring.pdf |
| June 15, 2019 | Staff Assignment Credential Reporting | District/Charter/LEA | Teacher Certification | Cina Lackey (208) 332-6936 Shannon Miner (208) 332-6885 | State Law IC 33-1201 IC 33-1002(6)(d) | Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. |
| June ISEE Upload | Special Education ISEE Data Collections | District/Charter | Special Education | Alisa Fewkes (208) 332-6919 | Federal Regs 20 U.S.C. 1416(a)(3)(A) 1412(a)(22) 34 CFR 300.170 | District/Charter must have the following data uploaded to ISEE on or before June ISEE upload due date. Discipline: Reported at the building level. Reports suspension incidents for students with disabilities. Reports the number of expulsions of students with and without disabilities and whether they received services during the expulsion. Every school building must file the report even if they had no suspensions. Collected through the ISEE Disciplinary Action File. |

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JUNE 2019 (CONTINUED)

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|------------------|---|----------------------|--|-----------------------------------|--|--|
| June ISEE Upload | Special Education ISEE Data Collections | District/Charter | Special Education | Alisa Fewkes (208) 332-6919 | Federal Regs 34 CFR 300.111 | 60-day Timeline: Reported at the district level. Reports students ages 3 through 21 for whom parental consent was obtained for an initial eligibility determination for special education and related services. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and what was the reason for delay? Collected through the ISEE Special Education Students File |
| June ISEE Upload | Special Education ISEE Data Collections | District/Charter | Special Education | Alisa Fewkes (208) 332-6919 | Federal Regs 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.124 | Early Childhood Transition: Reported at the district level. Reports students who received services from the Idaho Infant Toddler Program and were referred for evaluation to the school district and were evaluated between July 1, 2018, and June 30, 2019. Charter schools are exempted because they serve no preschool students. Collected through the ISEE Special Education Students File. |
| June ISEE Upload | Special Education ISEE Data Collections | District/Charter | Special Education | Alisa Fewkes (208) 332-6919 | Federal Regs 34 CFR 300.157 | Exit: Reported at the district level. Reports students ages 14-21 who exited the special education program or moved out of the district. Collected through the ISEE Special Education Students File. |
| June 20, 2019 | Continuous Improvement Plans and Training Reimbursement Request | District/Charter | Public School Finance | Julie Oberle (208) 332-6840 | State Law IC 33-320 | Reimbursement for qualified training related to continuous improvement plans and training. Reimbursement form will be emailed to business managers in early July. |
| June 20, 2019 | Court-Ordered Tuition Equivalency Report | District/Charter | Public School Finance | Julie Oberle (208) 332-6840 | State Law IC 33-1002B | Report of students placed by Idaho court-order into a licensed home or facility. Information will be emailed to business managers in early May. |
| June 21, 2019 | ISEE Attendance and Enrollment Data Submission | District/Charter | Public School Finance | Pam Brewer (208) 332-6840 | State Law IC 33-1002 | July 15th payment Attendance and Enrollment deadline. |
| June 29, 2019 | Gun Free Schools Act | District/Charter | Student Engagement/ Career and Technical Readiness | Matt McCarter (208) 332-6906 | Gun-Free Schools Act of 1994 | Required reporting on student discipline actions regarding firearms in schools. |
| June 30, 2019 | 21st Century Community Learning Centers Renewal Application | District/Charter | Student Engagement/ Career and Technical Readiness | Andrew Fletcher (208) 332-6813 | ESSA | Required for continued funding of Title IV B. |
| June 30, 2019 | Johnson-O'Malley (JOM) Application for Contract | District/Charter | Indian Education | Johanna Jones (208) 332-6968 | Federal Regs 25 CFR 271, 3 & 6 | JOM districts only. Application must be on file with the SDE. |
| June 30, 2019 | Title I-D, Subpart 1 and 2, Neglected and Delinquent Programs Application | District/Institution | Federal Programs | Suzanne Peck (208) 332-6904 | Federal Law PL 107-110 | Required for funding Title I-D programs. |
| June 30, 2019 | Updated Square Footage Numbers for 2019-2020 | District/Charter | Public School Finance | Julie Oberle (208) 332-6840 | State Law IC 33-1019 | Required to calculate the School Facility Maintenance Match payment. Report will be emailed to Business Managers in early June. |

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JUNE 2019 (CONTINUED)

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|---------------|---|------------------|---------------------------------------|---|---|--|
| June 30, 2019 | Title III/English Learners Data Collection | District/Charter | English Learner and Migrant Education | Alissa Metzler (208) 332-6905 | Federal Law PL 107-110 | Data collection on English Learners for federal reporting. |
| June 30, 2019 | Consolidated Federal and State Grant Application | District/Charter | Federal Programs | Elmira Feather (208) 332-6900 | Federal Law PL 107-110 | Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A and Title V-A programs. Must be approved by SDE before expending any of these program funds. |
| June 30, 2019 | Determinations/Levels of Support | SDE | Special Education | Jeff Brandt (208) 332-6915 Alisa Fewkes (208) 332-6919 | Federal Regs 34 CFR 300.600 | Determination notices for FY 2017 (July 1, 2017, to June 30, 2018) will be issued to districts/charters. |
| June 30, 2019 | Title X-C, McKinney-Vento Act Sub-Grant Evaluations | Grantees | Federal Programs | Suzanne Peck (208) 332-6904 | Federal Law (NCLB Act) PL 107-110 | Required for those who were awarded grants. |
| June 30, 2019 | English Learners Assurances and Certification Form | District/Charter | English Learner and Migrant Education | Alissa Metzler (208) 332-6905 | Civil No: 79-1068 Consent Decree | Requirements that districts certify with the state whether they have English Learners enrolled or not. This is completed in the Consolidated State and Federal Grant Application (CFSGA). |
| June 30, 2019 | Early Childhood Outcomes | District/Charter | Special Education | Shannon Dunstan (208) 332-6824 Alisa Fewkes (208) 332-6919 | Federal Regs 20 U.S.C. 1416(a)(3)(A) 1412(a)(22) 34 CFR 300.170 | Districts with an Early Childhood program must submit entry and exit data in the Early Childhood Outcomes application for all students who have participated in an early childhood program for six months or more, are exiting the program, and or will be kindergarten eligible for the 2019-2020 school year. https://www.sde.idaho.gov/sped/resource-center.htm |
| June 30, 2019 | Camp Special Milk Renewal | District/Charter | Child Nutrition | Melissa Cook (208) 332-6830 | Federal Regs 7 CFR 215 | The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Submitted in MyIdahoCNP. |
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NO FIXED DATE

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|-----------------------------|--|------------------|--|---|---|---|
| As Necessary | Changes in District/Building mailing address, telephone number, fax number and key personnel | District/Charter | Public School Finance | Carol Piranfar (208) 332-6844 | State Law IC 33-1004D | Ensures that communications from SDE reG3:G13ach the proper contacts. |
| As Needed | Meal Counting System Information | District/Charter | Child Nutrition | Jennifer Butler Tamara Donovan Lynda Westphal (208) 332-6820 | Federal Regs 7 CFR 210 | Must be updated if method of counting meals changes during the school year. Data is entered on site application in MyIdahoCNP . |
| Funds Transferred as Needed | Indian Education (JOM) Fund Transfer Request Generic Financial Reporting | District/Charter | Indian Education | Johanna Jones (208) 332-6968 | Federal Regs 25 CFR 271, 3 & 6 | Based upon budget request. |
| Variable | Driver Education Claim for Reimbursement | District/Charter | Driver Education | Audra Urie (208) 332-6984 | State Law IC 33-1707 | Due no later than 45 days following completion of class. |
| Variable | Driver Education Collision/ Incident Report Form | District/Charter | Driver Education | Audra Urie (208) 332-6984 | State Board Rule IDAPA 08.02.01.230 | Due within two weeks following accident. |
| Variable | Fingerprint Cards | District/Charter | Certification and Professional Standards | Annette Schwab (208) 332-6864 | State Law IC 33-130 | Required of districts for new employees within 90 days of hire. |
| Variable | New School Bus Inspection | District/Charter | Student Transportation | Derek Newland (208) 332-6851 | State Law IC 33-1506 | Must be completed by SDE staff or authorized inspectors on all new school buses. |
| Variable | Uniform School Bus Accident Report Form | District/Charter | Student Transportation | Alexandra McCann (208) 332-6851 | State Board Rule IDAPA 08.02.02.170 | Due within 15 days following accident. |
| Variable | After School Snack Review | District/Charter | Child Nutrition | Tamara Donovan Lynda Westphal Jennifer Butler (208) 332-6820 | Federal Regs 7 CFR 210 | Review of the snack program occurs 2 times per year; once within the first 4 weeks of operation and a second time before the end of the year. Keep on file for review by SDE. |
| Three Times per Year | Direct Certification Student Information from Electronic System | District/Charter | Child Nutrition | Shawn Charters (208) 332-6822 Melissa Cook (208) 332-6830 | Federal Regs 7 CFR 210 | Free eligibility status can be determined by a match with food stamp and/or TAFI. |
| Variable | Bus Ridership Counts | District/Charter | Student Transportation | Alexandra McCann (208) 332-6851 | State Law IC 33-1511 IDAPA 08.02.02.190 | Three assigned weekly counts of eligible actual bus ridership. |

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NO FIXED DATE (CONTINUED)

| DUE DATE | FORM TITLE | COMPLETION LEVEL | SDE SECTION | SDE CONTACT | REQUIRED BY | COMMENTS |
|------------------------------|--|------------------|---------------------------------------|-----------------------------------|---------------------------|--|
| November, February and April | Migrant Student Information System (MSIS) Data Reporting; Instructional Services, Supportive Services, Priority for Services and Continuation of | District/Charter | English Learner and Migrant Education | Sarah Seamount (208) 332-6958 | Federal Law PL 107-110 | Required for Federal Reporting/Accountability/IC sub-allocation determination; Districts complete quarterly data verification in MSIS with ID & Regional Coordinator. |
| Variable | Authorization to Operate Driver Education Program | District/Charter | Driver Education | Audra Urie (208) 332-6984 | State Law 33-1704 | Authorization runs from July 1 to June 30. Required 30 days prior to running driver education program or due prior to July 1. |
| No Longer Required | Exit Survey | School/Charter | Special Education | Kendrick Lester (208) 332-6918 | Federal Law PL 108-446 | Special Education students exiting from high school and special education services complete an exit survey. Information collected through the survey is used as a basis for the Post-School Outcome Survey one year after exit. https://www.sde.idaho.gov/SpecialEd/PSSurvey/default.asp |
| Variable | ELMS Coding for English Learners | District/Charter | English Learner and Migrant Education | Alissa Metzler (208) 332-6905 | EDGAR 34 CFR 76.731 | District must code Immigrant students based on the Federal definition for Immigrant students. See http://www.sde.idaho.gov/site/isee/requiredData.htm |
| Variable | ISEE Coding for Immigrant Students | District/Charter | English Learner and Migrant Education | Alissa Metzler (208) 332-6905 | EDGAR 34 CFR 76.731 | District/Charters must enter screeners and assessments into the English Learner Management Systems (ELMS), as students are identified and enrolled. |
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Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

ADA = Average Daily Attendance; BIA = Bureau of Indian Affairs; CFR = Code of Federal Regulations; DHW = Department of Health & Welfare; ESL = English as a Second Language; ESSA = Every Student Succeeds Act; FTE = Full Time Equivalent;
 ISEE = Idaho System for Educational Excellence; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reporting Management System; IRI = Idaho Reading Indicator;
 JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

Disclaimer

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Sherri Ybarra, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director of Office for Civil Rights, Department of Education, Washington, D.C.